King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 **Resident Services**	
7.06.004 - Visiting	Approved By:	Director Allen Nance
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Purpose
To establish procedures for resident visiting.

Policy
It is the policy of the department that residents in department custody shall have reasonable access to the general public, legal counsel, the clergy, and other law enforcement agencies.

References

Federal:	Prison Rape Elimination Act (PREA)	
RCW:	10.122	
King County Code	2.62 Interrogation of Juveniles in Custody	
Department Policy:	1.09.007, Electronic Communication Devices	
	3.02.021, Public Crime and Medical Emergencies	
	4.01.001, Attorney Pass Through Slots	
	4.01.005, Searching and Screening at Public Entrances	
	4.01.008, Identification for Access to Department Facilities	
	4.02.005, Search of Residents	
Department Forms:	Application to Visit	(F-510)
	Resident Visitor Denial	(F-561)
	Officer's Report	
	Professional Visiting Form	(F-509)

Definitions
Attorney pass-through slots: Small, lockable slots approximately one inch tall by ten inches wide, cut through jail walls to allow the supervised or unsupervised transference of legal documentation between residents and authorized users.
Authorized user: An individual given express permission by department staff to utilize an attorney visiting booth for the purpose of exchanging legal documents with residents. Attorneys and law enforcement officials shall normally be allowed access upon presentation of acceptable identification.
Contact visit: A visit where the resident and visitor are not separated by any physical barriers. Also known as a face-to-face visit. There are no contact visits between residents and the general public, unless authorized by a division major or higher authority.

Immediate family: Spouses, children, parents, siblings, grandparent, aunts, uncles, and any person so related through marriage.
Jail Management System (JMS): A comprehensive data system which is used by staff to manage most aspects of jail operations.
Non-ambulatory resident: A resident who is unable to move about without assistance.
Non-contact visit: A visit where the resident and visitor have no immediate physical contact.
Professional visit: A visit by attorneys, paralegals, members of the clergy, medical and law enforcement personnel, or representatives of authorized governmental agencies or the criminal justice system.
Reception: The staff station located on the third floor at the King County Correctional Facility (KCCF) and the first floor near the Visiting Control station at the Maleng Regional Justice Center (MRJC). The Customer Service Specialist IIIs (CSS IIIs) assigned to this duty station are responsible for approving and coordinating visitors.
Remote video visit: A visit between a resident and a visitor(s) who is not at the facility, enabled by technology.
Secondary user: Other professional users that have a need for access to the pass-through slot to deliver legal documents to their clients. Access to the slot is secondary to any criminal case attorney needing pass-through access.
Social visit: A visit between a resident and a visitor(s) that does not qualify as a professional visit.
Special visit: A visit granted between a resident and a visitor(s) that is outside normal visiting guidelines.
Special visit logbook: A notebook kept in the reception area and maintained by the CSSIIIs in which a record of special visits is kept.
Video visit: A video visit between a resident and a visitor(s) via video terminal.
Visiting control: A post at the MRJC staffed by an officer assigned to direct visitors for non-contact visits, control access to all visiting booths in the visiting corridor, notify housing unit officers of visits, and monitor activity in the area.

A. General Guidelines

Public Visiting Rules

1. Each resident is allowed window visits, free on-site video visits (from terminals in the MRJC Lobby), and unlimited paid off-site visits per week.
2. Visiting schedules shall be posted for residents, visitors, and staff.
3. All visits by the general public shall take place during regularly scheduled visiting hours unless a special visit is authorized.
4. Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the main entrance to the facilities and other areas as necessary.
5. Visitors must successfully pass through the metal detector located at Check-In (KCCF) or Visiting Control (MRJC) to pass through these areas. All unnecessary items shall be left outside the facility. No audio or visual communication devices shall be allowed while visiting. Any potential visitor may refuse a search but, subsequent to such refusal, shall be denied entry.
6. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, their visit may be canceled.
7. Visiting shall be granted on a first-come, first-served basis.
8. Valid reasons for denying entrance to visitors shall include, but not be limited to:

a. Any attempt or reasonable suspicion of an attempt, to bring contraband into the facility.
b. Obvious impairment from intoxicants.
c. Fraudulent or expired identification.
d. When a warrant of arrest exists for a visitor, the warrant(s) shall be verified with the original arresting agency and a determination of extradition shall be made. Visitor(s) may be detained, arrested and booked, or denied entry based on the warrant. Final determination shall be made by the ITR sergeant or higher authority.
e. Any reasonable grounds to believe a particular visit would present a substantial danger to jail security or management of the welfare of residents, staff, or other visitors.
f. Not enough visiting booths or terminals available.
g. Inappropriate dress (refer to the dress code section of this policy).
h. The existence of a valid no-contact order.
i. Visits may be terminated at any time due to inappropriate language, gestures, or behavior by the visitor or resident.

9. If a visitor is refused admittance during regular visiting hours, the resident shall receive notice, in writing (Form F-561), of the refusal and the reasons the visit was denied. This form is initiated by a CSS III. The visitor is entitled to have the decision reviewed by a division major.
10. Only visitors with valid government-issued picture identification shall be allowed to visit.
11. All public visits shall be non-contact.
12. Residents are not required to be in the dayroom but must be readily available to receive visitors and must respond immediately. If not ready, the resident's visit may be denied or postponed allowing others to visit.
13. When returning from visiting, residents may be required to remain in the dayroom until the next scheduled rack-out time.
14. When the visit has been completed, the visitor shall exit the visiting booth and return to the public area or exit the facility. There shall be no loitering in the visiting area or corridors. At MRJC, visitors shall return the visiting booth keys to the visiting control officer.
15. Residents may be searched at any time, before, during, or after visitation.
16. Residents shall be strip-searched following department policy 4.02.005, Search of Residents, after a face-to-face visit, if reasonable suspicion or probable cause to believe the individual is concealing contraband, a threat to security, or if the resident's charges fall under the automatic strip search criteria.
17. Appropriate attire is required and shoes must be worn at all times. The following Dress Code shall be followed:
    a. No miniskirts or similar attire.
    b. No low-cut or revealing necklines.
    c. No bare midriff.
    d. No exposed undergarments.
19. Visits may be shortened or cancelled for cause at the discretion of department staff.
20. No food or drink is allowed in the visiting booths.
21. No written correspondence is allowed between a resident and visitors at the time of visiting. All written correspondence shall be through the U.S. Postal Service.
22. Visitors under the age of eighteen (18) must be under the direct supervision of an adult at all times. Any questions or concerns shall be addressed by the duty sergeant.

B. Processing Public Visits

1. Visitors shall completely fill out the Application to Visit Form (F-510) and submit it to the CSS III for visiting.
2. The CSS III shall:
   a. Verify each visitor has completed a Visiting Application Form (F-510)
   b. Verify the resident's correct visiting time.
   c. Verify the identity of the visitor by comparing the picture and physical description on the presented identification with the visitor's appearance.
   d. Verify valid identification.
   e. Acceptable forms of identification include:
      1) Washington State Driver's License or Identification Card
      2) Other U.S. State Driver's License or Identification Card
      3) Canadian Driver's License or Identification Card
      4) U.S. Armed Forces Identification Card
      5) U.S. Government Passport
      6) Foreign Government Passport
      7) Resident Alien Card/Green Card
      8) Native American Tribal Photo I.D.
      9) Other documents as approved by the ITR sergeant (or higher authority).
   f. Verify active warrants and notify the ITR sergeant.
   g. Deny visitors with active no contact orders between themselves and the person they are attempting to visit.
   h. Check for visiting space availability on the requested floor (KCCF).
   i. Enter the visit information into JMS and check the visitor in.
   j. Inform the visitor of the resident's location and when the scheduling visiting time begins and ends.
   k. At the conclusion of the visit, check the visitor out.
3. The floor control officer (KCCF), housing unit officer (MRJC), or visiting control officer (MRJC) shall:
   a. Ensure visiting booths are in working order, clean, not damaged or marked up in any way, and all attorney pass-through are secured, except during the authorized times.
   b. Any booth not meeting minimum cleanliness criteria or damaged, shall not be used until cleaned or repaired.
   c. Notify reception staff and the Maintenance & Supply Unit if any booths are inoperable and log these actions in the JMS shift log.
   d. Verify it is the resident's scheduled visiting time.
   e. Notify the housing officer of the resident(s) to be visited.
   f. Allow the residents into the visiting area (KCCF).
   g. Allow no residents into the visiting booths with attorney pass-through, unless the pass-through is secured.
   h. Control the flow of visiting and monitor the behavior of all visitors.
   i. Begin and end the visit in the visiting section of JMS.
4. The housing unit officer shall:
   a. Call out the resident. Create a JMS movement to visiting and check the resident out.
      1) At the KCCF, notify Floor Control when the resident is ready to come out to visiting.
      2) At the MRJC, send the resident up to the visiting area.
   b. Check the resident in upon their return.

C. Special Public Visits

1. Special visits must occur during regularly scheduled visiting hours.
2. Special visits shall be 60 minutes in length.
3. Reasons for granting a special visit include, but are not limited to:
   a. The recent movement (within 24 hours) of the resident resulting in a change in visiting times, in which case the previous visiting times may be honored.
   b. Verified death or emergency hospitalization of a resident's immediate family.
   c. Elderly and disabled persons who have trouble traveling to and from the jail.
   d. Other valid reasons, as determined in advance or at the time of request by a sergeant (or higher authority).
   e. Persons who must travel over fifty miles, one-way, from their residence to the facility as verified by their home address on valid identification. The 50-mile radius will be door-to-door from the visitor's home address to the facility as determined by the approved electronic mapping system.
   f. Three (3) special visits may be granted to a person within a 90-day period. The 90-day period commences on the day of the first special visit.
   g. More than one (1) special visit can be used in a single day on a case-by-case basis as determined by the sergeant responsible for ITR.
4. Each special visit shall be logged in the Special Visit Logbook located in reception.
5. Special visits do not take precedence over regular visits. All other regular visiting rules apply to special visits.
6. Questions regarding special visits shall be resolved by the ITR sergeant or higher authority.

D. Hospital Visits

Only a shift commander or higher authority may authorize any type of visit, including phone contact, with a resident at a hospital.

E. Non-Contact Visits for Non-Ambulatory Residents (MRJC)

Residents who are unable to access the regular housing unit visiting booths shall utilize the visiting booths adjacent to Central Control on the ground floor of the facility.

F. Professional Visiting Rules

1. Professional visitors shall look up the jail location for the resident(s) they wish to visit using computer terminals provided at visiting control (MRJC) and check-in (KCCF).
2. In order to be granted access, professional visitors shall be required to present personal or professional valid picture identification in the same manner as any other visitor.
3. Professional visitors shall also be required to present agency identification (bar card, law enforcement ID, religious ID, etc.).
4. Professional Visitors that have a BAR Card or are in the Jail Management System approved for access may enter with electronic devices subject to the guidelines listed in department policies 1.09.007, Electronic Communication Devices and 4.01.005, Searching and Screening at Public Entrances .
5. Professional visitors shall submit a completed Professional Resident Visit Form (F-509).
6. Professional visitors may be authorized to see several residents in succession.
7. Pass-through slots shall be used to transfer authorized items only.
   a. Unauthorized items are contraband.
   b. Introducing contraband is a crime and violators will be prosecuted.
8. Priority shall be given to attorneys who are representing clients in a criminal case.

   a. If the attorney/professional visiting booth is needed by the assigned criminal case attorney, and it is occupied, the visiting (MRJC) or floor (KCCF) control officer should be contacted to resolve the matter.
      1) Secondary users must vacate the attorney/professional visiting booth if the assigned criminal attorney needs the booth.
9. Secondary user access to attorney/professional visiting booths shall be given to authorized professional visitors that need pass-through access if the booth is available.
   a. In cases where the attorney/professional visiting booth is not available and there is a need to pass documents to a resident, the secondary user shall seek the assistance of the floor control officer (KCCF) or the visiting control officer (MRJC).
10. All attorney and law enforcement visits shall normally be conducted in the attorney/professional visiting booths equipped with a pass-through or through video terminals.
11. Law enforcement officers, licensed attorneys, and other professional visitors may generally have access to residents at any time. Access after-hours shall be facilitated by the ITR Sergeant or higher authority. Law enforcement may not visit and question juveniles unless the juvenile has first consulted with legal counsel in person, by telephone or by video conference.
   a. At MRJC, law enforcement and DOC Officers shall:
      1) Enter the facility through ITR.
      2) Utilize the face-to-face or visiting booths next to central control.
   b. At MRJC, licensed attorneys shall:
      1) Utilize the face-to-face or visiting booths next to central control.
   c. At KCCF law enforcement and DOC officers shall:
      1) Enter the facility through ITR.
      2) Utilize the interview rooms in ITR.
   d. At KCCF, licensed attorneys shall utilize the interview rooms in ITR.
12. The following professionals shall have secondary access to the attorney/professional visiting booths and are not required to be in the Jail Management System:
   a. Probation/community corrections officers – (City, County, State, and Federal).
      1) Probation/community corrections officers do not need to be in the Jail Management System or receive a jail orientation for an attorney/professional booth or window visitation.
      2) They must show their badge and/or agency ID and personal photo ID to receive visitation privileges.
   b. Civil case attorneys – (must show Bar Card and photo ID).
13. The following professionals shall have secondary access to the attorney/professional visiting booths if available, and must be in the Jail Management System:
   a. Advocates with the prosecuting attorney's office.
   b. DSHS and Social Security intake workers.
   c. Non-attorney members of the defense team (paralegals, social workers, mitigation specialists and investigators).
14. The following professional visitors shall have window access only:
   a. Department of Corrections (DOC) mental health evaluators.
   b. DOC support staff – (must be in Jail Management System).
   c. Legal service messengers shall be authorized window access only for the purpose of serving legal papers to residents.
      1) At the KCCF, they shall be authorized access to the core window pass through.

2) At the MRJC, they shall be authorized window access only, and if any documents are to be delivered to the resident, the messenger shall provide the documents to the CSS III in reception for delivery.

d. Agents of authorized bonding companies shall be allowed window access only. A valid driver's and business license shall be required.

15. One-on-one, face-to-face contact visits shall be intermittently monitored.
    a. At KCCF, these visits should be scheduled for the Multi-Purpose Room.
        1) If the multi-purpose room is unavailable, the floor control officer shall notify the duty sergeant, and document in the JMS shift log, the potential for using an alternative location for the visit.
    b. At MRJC, these visits shall:
        1) Be scheduled for the Face-to-Face Visiting Booths located adjacent to Central Control; or
        2) Occur in a housing unit multi-purpose room, with the door open.
16. All other professional visitors (excluding law enforcement officers and licensed attorneys) shall be in the Jail Management System in order to visit. If they are not in the Jail Management System, they may only visit during the resident's regularly scheduled visiting hours in non-pass-through visiting booths.
17. Department staff may visually monitor professional visits for safety and security concerns but shall not monitor conversations between a resident and their professional visitors.

G. Processing Professional Visits

1. The CSS III (KCCF) or visiting control officer (MRJC) shall:
    a. Accept the visiting request along with the visitor's personal and professional ID, and make sure the request is properly filled out.
    b. Verify the identity of the visitor by comparing the picture I.D. with the visitor's physical appearance.
    c. All professional visitors shall submit a visiting request (F-509) with ID to the receptionist.
    d. Refer to the written authorization files, as necessary.
    e. Determine the resident's location and notify the visitor of that location, noting the location on the visiting form.
    f. Enter the visit information into JMS and check the visitor in.
    g. At the MRJC the visiting control officer will then begin the visit.
    h. Direct the visitor to the visiting area, and then notify the appropriate housing unit officer of the resident's visit.
    i. At the conclusion of the visit:
        1) At KCCF, the CSS III will check the visitor out.
        2) At the MRJC, the visiting control officer will end the visit and check the visitor out in JMS, if they have concluded their visits.
2. Professional visits shall generally take place in the visiting booths equipped with a pass-through.
3. The floor control officer or the housing unit officer shall:
    a. Call for the resident.
    b. Ascertain the proper visiting booth.
    c. Designate the proper booth to the resident.
        1) At KCCF, the floor control officer will begin the visit in JMS.
    d. Return the resident to their housing location upon the conclusion of the visit.

2) At KCCF, the floor control officer will end the visit in JMS.

4. The housing unit officer shall:
   a. Call for the resident and send them out for professional visits in the same manner as done for public visits.
   b. Enter a movement to visiting in JMS and check the resident out.
   c. Provide residents with a pen for signatures, if needed.
   d. At the conclusion of the visit, check the resident in.

H. Denial or Termination of Visiting Privileges

1. If any staff member witness's inappropriate behavior, a violation of visiting rules, or receives information a resident's visit should be terminated; and a visitor denied visiting privileges, the following guidelines shall be followed:
   a. A decision by an officer or staff member to terminate a visit must have the concurrence of the ITR sergeant or higher authority before it is enforced. Once a visit has been terminated, future visiting privileges can be denied pending review by the division major.
   b. The basis for the denial or termination shall be documented in an Officer's Report with a copy of the original Application to Visit (F-510) attached and forwarded up the chain-of-command to the division major.
   c. The division major shall determine if further restriction is warranted and if so, for how long. If further restriction is warranted, a letter shall be sent to the visitor informing them of the restriction placed on their visiting. The letter shall explain the reason and length of restriction and the date that visitation can resume. The letter shall also explain the right to appeal and the appeal procedure.
   d. The major's ASIII shall be responsible for drafting the letters and maintaining the master files, including all documents.
   e. CSS IIIs shall maintain a notebook(s) with letters of all restricted visitors. The restricted visitor spreadsheet shall be located:
      1) At Check-In and Reception, for KCCF
      2) At the Reception Office, Captains' Office, and Visiting Control, for MRJC
      3) SIU sergeants are responsible for entering restricted visitors in the approved vendors scheduling system (for video visitation).

I. Video Visitation

General Guidelines

The department may monitor and record non–attorney resident video visitations. Recording and monitoring of resident video visitations improves the safety of department facilities and can provide possible details of potential assaults, homicides, domestic violence, coercion, witness tampering, narcotics trafficking, gang activity, and other crimes within or outside department facilities. They may also reveal resident plans for self-harm or suicide, as well as assist in the tracking of residents who escape from custody.

To protect residents' constitutional rights and confidential and privileged attorney-client communications, video visitation sessions between residents and their attorneys and members of their attorney's defense team shall not be monitored or recorded.

There shall be no expectation of privacy while conducting a non-attorney video visitation.

1. The department may offer video visitation through an approved vendor.
   a. Available visiting times may vary between facilities.

   b. Resident available visiting times shall be listed through the approved vendor's scheduling system.
   c. Residents shall not be permitted to visit outside of regular visiting hours, without the approval of the ITR sergeant or higher authority.
   d. Resident visiting may be denied or canceled for disciplinary reasons, or operational necessity, with the approval of a sergeant or higher authority.
   e. Visits may be scheduled online or via kiosk at the MRJC.
2. Any visitor who does not check in with jail reception, shall not be allowed to visit.
3. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, the visit may be canceled.
4. Cell phone use shall be prohibited in the visiting area.
5. Minors shall not be permitted to register for visitation.
6. Minors shall be allowed to visit, as long as they are accompanied by an adult and listed on the visitation sign-up.
7. Only three (3) visitors shall be allowed at each visiting terminal, per visit.
8. All social visiting is subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from video visiting privileges.
10. The following conduct is prohibited during video visits:
   a. Any display of nudity.
   b. Behavior or actions that are sexual in nature.
   c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
   d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
   e. Unlawful activity or depiction of unlawful activity.
   f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.

J. Remote Video Visitation

1. The department may offer remote (off-site) video visitation through an approved vendor.
2. Remote video visitation may be conducted via a video terminal in the housing unit and any high-speed internet connection with an available web cam, microphone, and speakers.
3. Remote video visits may be scheduled online or via a kiosk at the MRJC.
4. The length and cost of visits shall be posted by the approved vendor.
5. Online visits shall be scheduled on a first come, first served basis.
6. There shall be no limit on the number of paid visits within the visiting schedule.
7. Visitors must provide their own equipment and the necessary internet connections to participate in remote video visitation.
8. All social visiting shall be subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from remote video visiting privileges.
10. The following (but not limited to) shall be considered prohibited conduct:
   a. Any display of nudity.
   b. Behavior or actions that are sexual in nature.
   c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
   d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
   e. Unlawful activity or depiction of unlawful activity.

f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.
g. Participation from individuals who are not on the approved visiting request.

11. Housing unit officers shall review the visits scheduled for their unit at the beginning of each shift and shall ensure that residents are given the opportunity to attend the scheduled video visits unless there are safety or behavioral issues that would preclude the resident participating in the video visit.
12. All cancellations of video visitation must be approved by a sergeant (or higher-ranking authority).